

Workforce Separation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., "immediately" or "on MM/DD/YYYY"]. This decision has been made after careful consideration of [reason for separation, e.g., "business circumstances", "performance issues", etc.].

We appreciate your contributions to the company during your time here, and we wish you all the best in your future endeavors.

Please arrange to return any company property, and do not hesitate to reach out to HR regarding your final paycheck and any benefits transitional information.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]